Chenderit School

Person Specification: ASSISTANT IT MANAGER

Key Criteria	Essential	Desirable	Evidenced
Qualifications And Training	• Educated to GCSE / O Level with excellent literacy and numeracy skills. • Minimum 3-4 years' experience within an IT technical support environment	• Relevant IT technical qualifications.	Qualifications check Letter of application Interview
Experience	• Configuration and maintenance of Microsoft Windows Servers, Active Directory, DHCP, DNS, Group Policy and permissions/quotas in an SME or larger environment. • Managing and supporting Hyper-V virtual machines/host servers. • Network and server infrastructure configuration and management, including wireless. • Microsoft Windows 10 and Microsoft Office. • Working with enterprise deployment servers (SCCM or similar) and creating/managing Windows OS and application software deployments. • PowerShell scripting • Managing backup / anti-virus software and firewalls. • Installation, configuration, troubleshooting and maintenance of desktop computers, laptops, printers and associated hardware. • Demonstrate a methodical and organised approach to data and IT security management. • IT procurement. • Manage escalations within the helpdesk environment and carry out second/third line support. • Training staff / end users	• Experience of network management within an educational environment. • Experience of using and supporting Apple client operating systems. • Experience of Capita SIMS (or similar MIS). • Cloud application and user management (e.g. Google Workspace, Office 365, Azure AD) • Experience of managing Chromebooks and web filtering. • Experience of physical security systems such as CCTV and access control.	Letter of application Interview
Professional	• Excellent knowledge of current IT developments relating to hardware, software and infrastructure. • Knowledge of current IT legislation and procedures regarding licensing and procurement. • Sound understanding of student and adult safeguarding issues in relation to IT.		Letter of application Interview References
Personal and professional development	• Good communication with a range of stakeholders – staff, governors, suppliers, students and parents • Ability to self-manage and to manage/prioritise the work of others to meet school aims • Proven successful decision making and problem-solving skills • Enthusiasm, energy, commitment and professionalism		Letter of application Interview References